

DEPARTMENT OF THE ARMY  
Omaha District, Corps of Engineers  
6014 U.S. Post Office and Courthouse  
Omaha, Nebraska 68102

DM 108-1-1

MROAS-P

Memorandum  
No. 108-1-1

15 April 1981

Audio-Visual Services  
PHOTOGRAPHY

1. Purpose. Prescribe policies, procedures, and outline general responsibilities to obtain adequate photographic coverage for all purposes.
2. Applicability. Applies to all elements of the Omaha District and serviced organizations.
3. References.

- a. AR 108-2
- b. ER 108-1-1
- c. ER 500-1-1 (Chap 8, Par 82.4c)

4. Responsibilities. The following is an outline depicting the various types of photographs, services available, frequency required and responsibilities of District Office elements in maintaining adequate photographic coverage for all purposes.

a. Public Information Photographs: These are photos representative of the Omaha District mission, such as public works functions, historical ceremonies (ground breakings, dedications, etc), channel diversions, award presentations, and other projects and activities which can be used advantageously in the public information program. As the activities occur photos are to be taken by the Public Affairs Office, the Photographic Unit, or the appropriate Area Office, and are the responsibility of the Chief of Public Affairs Office. The selection and release for publication are also the responsibility of the Chief of Public Affairs Office. Amount of coverage will vary with the scope of the activity, but should be sufficient to adequately record important features. Color, black and white, and 35MM color slides are recommended. Negative and captioned print or completed caption sheets, MRO Form 766 will be forwarded to the Photographic Unit, OAS, Omaha District.

b. Documentary/Record Progress Photographs: Each Construction Field Office or Project Office will take progress photos to document construction progress and to provide a basis for evaluation of claims against the Government or contractor. All elements of construction, such as site clearing, substructures, structural, mechanical, electrical, interior finishing and landscaping should be well documented. The recording of defective workmanship, alleged changed conditions, and contractor's performance on the job should be considered an integral part of the project's documentation. Aerial views should be included where feasible. Photos will be taken periodically over the course of construction with maximum intervals to show conditions at 25%, 50%, 75%, and 100% of project completion. This is a minimum. More

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should be taken depending on length of contract and complexity of construction. This will be left to the discretion of area and project personnel. Photos are the responsibility of the District Construction Division. Negative and captioned print, completed caption sheets, MRO Form 766, or captioned slides will be forwarded to the Photographic Unit, OAS, Omaha District.

c. Special Purpose Photographs: These photos are to be taken for a specific purpose such as reports, recording of a specific process, accident scenes, safety programs or hazards, etc. Photos may be taken by Area Offices, all elements of Omaha District, or services may be requested of the Photographic Unit, Omaha District. All photos submitted to the Photographic Unit should include the negatives and one captioned print or the exposed film and a completed photo caption sheet, MRO Form 766.

d. Competition Photographs: These photos are to be taken for submittal of contest entries in annual award competition, the Chief of Engineers distinguished design awards program, and the Department of Defense awards program. Photos for this category must include: A minimum of two photos of the undisturbed site or area prior to construction or clearing, aerial photos showing the compatibility of the project to the environment, entire site using ground based photographs, and photos of pertinent details that help explain the project. Custom photography is generally required for this category, and must consist of color, black and white, and color 35MM slides, all in sufficient number to ensure thorough coverage and a wide range of selection. The Design Branch of Engineering Division, Omaha District, is responsible for obtaining and selecting photos to be entered in competition.

e. Recreation Activity Photos: These consist of a continuing series of photo coverage to show usage of recreation facilities on projects constructed by the Corps of Engineers. Each operational lake project is responsible for maintaining a photographic record of significant project activities. The Project Manager will select a minimum of ten original 35MM color slides, ten color and ten black and white photos and their negatives, prepare a caption sheet, MRO Form 766, and forward them to the Photo Unit, Omaha District, on a quarterly basis.

f. Disaster Coverage: Photo coverage in the disaster area will consist of still, motion picture and video tape recording. The Public Affairs Office, under the direction of the Emergency Operation Manager, will be responsible for all Omaha District photographic coverage. Facilities and services of the Omaha District Photo Unit may be used, intra-divisional assistance requested through the Emergency Operations Manager, or photographic contract services obtained.

5. District Photo Unit: Under the direct supervision of the Graphics Branch, OAS, this unit will assist all elements of the Omaha District, operating as a revolving facility account. All services, supplies, and photo finishing will be requested on "Request for Graphics Service, MRO Form 1756" on a reimbursable basis. Service available will include:

a. Still Photography: Aerial, studio, and ground, in color and in black and white, and involving use of large format cameras, studio cameras, special lighting (quartz floods and electronic flash), and special lenses such as wide angle telephotos.

b. 35MM Photography: Macro (ultra-close-up), studio field and aerial; copies, reductions, and conversion of large transparencies into 35MM slides in color and black and white.

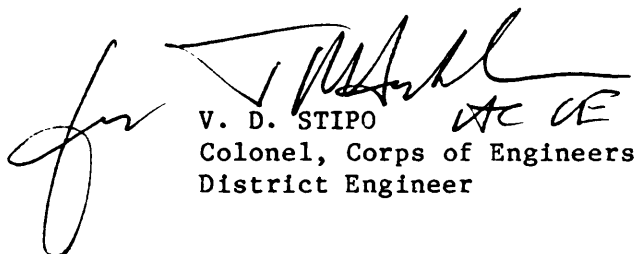
c. Video Productions: Portable and multiple camera recording in studio or field for special events, training or education. Full editing capabilities, audio dubbing and tape duplication, aerial video photography in color and black and white, movie and slides transfer to video tape.

d. Aerial Negatives: Contract Print of aerial negatives (9X9) with logotronic printer, and/or enlargements to specific scale.

e. Photo Finishing Service of All Types: Color film, black and white roll and sheet film. 35MM slides processing, duplication, conversion (negative to slide transparencies), and enlargements from aerial negatives.

f. Reference Photo Files: Construction and reference photo files consisting of black and white, color prints and slides. Area and Project Offices will provide photographs and caption data for this file. Prints and negatives are to be identified by contract number, location, date, and content, and identification may be made on DF, caption sheet (MRO-766), or captioned print or prints. Dupe print will be returned, complete with assigned file numbers. Exposed film sent by Field Offices to District Photo Unit for processing with caption sheet (MRO-766) will be returned to Field Office with file numbers. (All requests for photo finishing will be on MRO Form 1756.)

g. Costs or estimate for services will be furnished upon request.

  
V. D. STIPO  
Colonel, Corps of Engineers  
District Engineer

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